

**Request for Applications (RFA)
RFA No. APRA 0806-10**



**District of Columbia Department of Health
Addiction Prevention and Recovery Administration**

RFA Title: DC Prevention Leadership Center

RFA Release Date: August 6, 2010

Application Submission Deadline: September 13, 2010 at 4:45 p.m.

**Pre-Application Conference: August 17, 2010
1300 First Street, NE, Second Floor Conference Room
3:00 p.m. – 4:00 p.m.**

The following terms and conditions are applicable to this and all Requests for Applications issued by the District of Columbia Department of Health (DOH):

1. Funding for an award is contingent on continued funding from the DOH grantor or funding source.
2. The RFA does not commit DOH to make an award.
3. DOH reserves the right to accept or deny any or all applications if the DOH determines it is in the best interest of DOH to do so. DOH shall notify the applicant if it rejects that applicant's proposal.
4. DOH may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
5. DOH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DOH shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
7. DOH may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
8. DOH may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
9. DOH shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
10. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Additional information about RFA terms may be obtained at www.opgs.dc.gov (City-Wide Grants Manual)

If your agency would like to obtain a copy of the **DOH RFA Dispute Resolution Policy**, please contact the Office of Grants Management and Resource Development at doh.grants@dc.gov or call (202) 442-9237. Your request for this document will not be shared with DOH program staff or reviewers. Copies will be made available at all pre-application conferences.

Request for Applications (RFA)
RFA No. APRA 0806-10
DC Prevention Leadership Center

Contact Persons:

For further information on this RFA please contact:

Paul Mensah-Kane, Management Analyst

Department of Health/APRA
1300 1st Street, NE, 3rd Floor
Washington, D.C. 20002
Phone: (202) 727-8466
paul.mensah-kane@dc.gov

Applicants who receive this RFA via the Internet shall e-mail the information listed below to Bruce Points.

Bruce Points, Public Health Advisor

Department of Health/APRA
1300 1st Street, NE, 2nd Floor
Washington, D.C. 20002
Phone: (202) 727-5577
bruce.points@dc.gov

Please be sure to put "RFA Contact Information" in the subject box.

- Name of Organization
- Key Contact
- Mailing Address
- Telephone and Fax Number
- E-mail Address

This information shall be used to provide updates or addenda to this RFA

Application Submission Deadline: September 13, 2010 at 4:45 p.m.

Checklist for Applications: DC Prevention Leadership Center

1. The applicant organization/entity has responded to all sections of the Request for Application.
2. The Applicant Profile, (Attachment A), contains all the information requested and is attached as the Face Sheet.
3. The Program Budget and Budget Narrative are complete and comply with the Budget forms listed as **Attachments F and G** of the RFA. The line item budget narrative describes the categories of items proposed. Indirect costs must not exceed 10 percent of the total grant budget. Applications that do not conform to this requirement will not be reviewed.
4. **The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.** Applications that do not conform to this requirement will not be reviewed.
5. The application is submitted in a sealed envelope. Sealed envelopes **must be** clearly identified by the organization name, RFA number, project name, and applicant name. **Unsealed and unidentified applications will not be accepted.**
6. Narrative for sections B - Project Narrative: Grant Applicant Capacity and C - Project Narrative: Grant Applicant Project Implementation **does not exceed a total of 30 pages.**
7. The applicant submits the required six (6) copies of its proposal. Of the six (6) copies, one (1) copy is an original. If the applicant fails to submit the required six (6) copies with one of the six stamped "original", the application will not be reviewed.
8. The application proposal format conforms to the "Proposal Format" listed in Section III. A, of the RFA. Applications that do not conform to the proposal format will not be reviewed.
9. The Certifications and Assurances listed in Attachments C, D and E are signed.
10. The appropriate appendices, including a District of Columbia business license; annual report or other documentation reflecting five-years of experience as identified in the RFA.
11. The application is submitted no later than **4:45 p.m.** by the deadline date of September 13, 2010 to DOH/Addiction Prevention and Recovery Administration, Mark Lassiter, 1300 First Street NE, 3rd Floor, Washington, DC 20002.
12. **Applications delivered at or after 4:46 p.m. September 13, 2010 will not be forwarded to the Review Panel for funding consideration. Any additions or deletions to an application will not be accepted after the deadline of 4:45 p.m.** Applicants will not be allowed to assemble application materials on the premises of DOH. Applications must be ready for receipt by DOH.

Table of Contents

I	Background and General Information	1
	A. DOH/APRA Prevention Direction	1
	B. Building Prevention on a Strong Foundation	2
	C. Availability and Eligibility for Grant Funds	3
	1. Funding level	3
	2. Number of awards	4
	3. Eligible organizations/entities and administrative requirements	4
	D. Application Submission Requirements	4
	E. General Provisions	5
	1. Award period	5
	2. Audit	5
	3. Insurance	5
	4. Non-Discrimination Policy	6
II	General Program Overview	6
	A. Program Scope	6
	B. Program Areas & Service Elements	6
	C. Targeted Outcomes	8
III	Request for Application Format and Narrative Instructions	9
	A. Proposal Format	9
	B. Project Narrative: Grant Applicant Capacity	10
	C. Project Narrative: Grant Applicant Project Implementation	10
	D. Grant Applicant Project Budget and Budget Narrative	11
IV	Application Review and Scoring	11
	Scoring Criteria	11
V	Attachments to the RFA	13
	A. Applicant Profile	14
	B. Certificate of Good Standing Request	15
	C. DOH Statement of Certification	16
	D. Certifications regarding lobbying, et al	18
	E. Federal Assurances	21
	F. Proposed Budget	24
	G. Proposed Budget Narrative	25
	H. Work plan Template	26
	I. APRA Receipt Form	27

**District of Columbia Department of Health (DOH)
Addiction Prevention and Recovery Administration (APRA)
Request for Applications (RFA)**

DC Prevention Leadership Center

I. Background and General Information

The District of Columbia Department of Health (DOH) receives federal and District substance abuse prevention funds that are administered and managed by the Addiction Prevention and Recovery Administration (APRA). These funds include the Substance Abuse Prevention and Treatment (SAPT) Block Grant funds as well as discretionary awards such as the new Strategic Prevention Framework State Incentive Grant (SPF SIG). The federal Synar requirements as part of the SAPT Block Grant are also included in this RFA.

The federal prevention requirements necessitate a consistent mechanism in order to address terms and conditions and programmatic directions. The DC Prevention Leadership Center (DCPLC) Request for Applications (RFA) provides an immediate mechanism to address current federal requirements and sustain the basic services within this scope of work.

A. DOH/APRA Prevention Direction

The vision for substance abuse prevention services in the District is designed to strengthen communities as places where children and youth are healthy and drug-free, safe, connected in positive ways to others, and supported by involved, responsible parents and caring adults.

The APRA prevention direction was developed in 2009 following extensive internal and external assessments. The internal assessment was based on 18 criteria covering four components: 1) system organization and development; 2) leadership; 3) planning and managing for outcomes; and 4) resource development and management. External assessments involved federal technical assistance, assistance from two universities, and a number of focus groups and “Community Conversations” comprised of more than 300 individuals, agencies and organizations.

Findings from the “Community Conversations” yielded the following objectives:

- Develop and sustain an infrastructure and substance abuse prevention delivery system for clients that seamlessly functions at both the District and Ward levels.
- Develop and sustain a data and evaluation system and increase the use of data for substance abuse prevention planning and evaluation for client programs.
- Increase community capacity to prevent the onset of, reduce risks and progression of substance abuse in the District’s eight Wards.

- Support development and implementation of a substance abuse prevention planning process at the District, Ward and neighborhood levels with District residents and APRA consumers, in order to develop and continuously improve a strategic plan that guides policy, program planning, and resource allocation decisions.
- Develop the DC Prevention Network in order to increase awareness, involvement and support for substance abuse prevention with District residents and APRA clients.

To implement these objectives, a new prevention infrastructure has been funded that consists of four DC Prevention Centers that provide core functions across all 8 Wards and 120 neighborhoods. This infrastructure allows the District of Columbia to implement a data driven planning process, use science-based approaches adapted to DC's unique needs, and achieve and sustain measurable outcomes.

B. Building Prevention on a Strong Foundation

The APRA substance abuse prevention infrastructure and prevention system is being built on a strong foundation of science and best prevention practices including the public health model that addresses multiple, interrelated causes of substance abuse, and strategies that address factors that protect children and youth from exposure to or reduction in the risk factors for substance abuse among these populations. These risk factors include:

1. Perceived availability of alcohol, tobacco, and other drugs (ATOD) among children and youth;
2. Community laws and norms favorable toward ATOD use among children and youth;
3. Low neighborhood attachment and community disorganization connected to ATOD;
4. Favorable parental, caregiver, and other adult attitudes toward ATOD use among youth;
5. Negatively impacted commitment to school due to ATOD use;
6. Friends/peers who engage in ATOD use; and
7. Early initiation of ATOD use among children and youth.

Prevention research shows that some children exposed to multiple risk factors manage to avoid problem behaviors such as substance abuse even though they are exposed to the same risks as those who develop behavior problems. "Protective factors and processes" appear to buffer children and youth from the negative effects of exposure to risk. While individual characteristics play an important role, positive (pro-social) bonding works with healthy and clear standards to produce healthy behaviors. Pro-social bonding is a commitment or investment in the future.

When families or other adults, schools, and communities clearly state policies and expectations for young people's behavior, children are protected from risk and less likely to become involved in problem behavior such as substance use and abuse.

Research also shows that environmental approaches that are based on a community system perspective are needed. These approaches suggest substance abuse is a product of multiple environmental conditions and circumstances.

According to this view, youth do not engage in substance abuse solely on the basis of personal characteristics but rather on a complex set of factors in their environment. These factors include the rules and regulations of the social institutions to which they belong; trust, social ties, relationships and exchanges among people; the norms of the communities in which they live; the messages to which they are exposed; and the availability and accessibility of ATOD to minors.

APRA's prevention system is also based upon best practices such as the federal Strategic Prevention Framework (SPF), a planning process that consists of five steps: 1) assessment; 2) capacity building; 3) strategic planning; 4) implementation; and 5) evaluation. Cultural competence and sustainability are integrated into the five steps.

Another best practice is gleaned from the 2009 Institute of Medicine Report on preventive interventions for behavioral health. This study and earlier findings in 1994 classify preventive interventions in three categories:

1. Universal approaches: this approach targets the general public or a whole population whose risk for substance abuse has not been based on individual risk;
2. Selective approaches: this approach targets individuals or a subgroup of the population whose risk for substance abuse is significantly higher than average;
3. Indicated approaches: this approach targets individuals in high-risk environments, identified as having minimal but detectable signs, symptoms, or biological markers indicating a predisposition but not yet meeting diagnostic levels.

APRA's theoretical framework for prevention will provide guidelines and a foundation for all grants and scope of work conducted through the DC Prevention Leadership Center Request for Application.

While DOH/APRA is developing a strong substance abuse prevention infrastructure and system, the need to fully address gaps and federal requirements in specific areas continue to be a challenge.

C. Availability and Eligibility for Grant Funds

1. Funding Level

APRA is making available up to \$700,000 in grant funds for fiscal year 2010 to support a DC Prevention Leadership Center. This grant opportunity is supported by funding from the SAPT Block Grant and the SPF SIG through the Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services

Administration (SAMHSA); and local funds. Up to 10 percent of the total grant award may be allowed for administrative purposes.

2. Number of Awards

APRA projects that up to \$700,000 will be available to support one grant award. Specific requirements are identified in the Program Areas & Service Elements section of this RFA. The array of services is designed to address federal substance abuse prevention requirements.

3. Eligible organizations/entities

Eligible applicants are not-for-profit or for profit entities that currently have or had a successfully completed DOH APRA substance abuse prevention grant or contract. The applicant must be a current or past DOH/APRA substance abuse prevention grant or contract recipient that successfully met all financial and programmatic requirements.

D. Application Submission Requirements:

To be considered for funding, applications must meet all of the criteria listed below. **The failure to meet any one of the following criteria will render the application ineligible for further review and award.**

1. The applicant must meet the eligibility requirements outlined above (Section C.3)
2. Program Budget and Budget Narrative must be complete and comply with the Budget forms listed in the RFA. The line item budget narrative must describe the categories of items proposed. Administrative and/or Indirect costs for the grantee must not exceed 10 percent of the total grant budget.
3. The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
4. The application must be submitted in a sealed envelope. Sealed envelopes **must be** clearly identified by the contact name, organization name, address, telephone number, RFA number, project name, and amount requested using Attachment I - APRA Receipt Form. **Unsealed and unidentified applications will not be accepted.**
5. The application narrative for Section III, B - Project Narrative: Grant Applicant Capacity and C - Project Narrative: Grant Applicant Project Implementation **must not exceed a total of 30 pages.**
6. The applicant must submit the required six (6) copies of its proposal. Of the six (6) copies, one (1) copy must be an original. **If the applicant fails to submit the required six (6) copies with one of the six stamped "original", the application will not be reviewed.**
7. The application proposal format must conform to the "Proposal Format" listed in Section III. A, of the RFA.
8. The DOH and Federal Certifications and Assurances listed in Attachments C, D and E must be signed and submitted with the application.
9. The appropriate appendices and other supporting documentation required are enclosed, including a current District of Columbia business license; 501(C) 3 for non-profit

organizations, current certificate of good standing from a local tax authority, list of board of directors on agency letterhead, annual report or other documentation reflecting five-years of administering and managing a comparable scope of work, job descriptions, staff resume(s). **Failure to submit the required information will make the application ineligible for funding consideration or ineligible to sign/execute grant agreements without conditions of award.**

10. The application is submitted no later than 4:45 p.m. by the deadline date of September 13, 2010 to DOH/Addiction Prevention and Recovery Administration, Mark Lassiter, 1300 First Street NE, 3rd Floor, Washington, DC 20002.

E. General Provisions and Use of Funds

1. Award Period

The grant will be for a period of one (1) year from the date of award and may be renewed for up to an additional two (2) years. Renewal is based on project success, compliance with DOH/APRA goals and objectives, and the availability of funding. Grant recipients will be expected to begin project implementation by November 15, 2010. Some specific requirements may change as the overall prevention system evolves or as new federal requirements are implemented.

2. Audits

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

3. Insurance

All applicants that receive awards under this RFA must show proof of all insurance coverage required by law prior to receiving funds.

Successful applicants shall show proof of all insurance coverage required by law. All applicants that receive a Notice of Intent to Award under this RFA must meet the insurance requirements within the time frame designated by DOH.

Successful applicants shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its commercial general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder (if applicable)), and, before execution of the award, a copy of a Certificate of Insurance of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements.

All policies, except the workers' compensation, errors and omissions, and professional liability policies, that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services under the award. In addition, successful applicants shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

All insurance shall be written with responsible companies licensed by the District of Columbia. The policies of insurance shall provide for at least thirty (30) days written notice to the Grantee's Grants Management Division, prior to their termination or material alteration.

Organizations may be required to carry additional insurance depending on the service categories provided under the terms of their award.

4. Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving funds under this RFA.

II General Program Overview

A. Program Scope

Applicants must address the following core service areas in their proposed program plans: Synar Requirements, Community Capacity-building, DC Prevention Network Development, Administrative Quality Assurance and Evaluation. The successful grant recipient will issue and administer consultant agreements/ Memoranda of Understanding (MOU) with an array of qualified substance abuse prevention technical specialists with expertise in one or more topic areas. The grantee will also track and provide progress reports as scheduled.

B. Program Areas & Service Elements

Program Areas	Service Elements
1. Administrative Quality Assurance	<p>Identify a facility your organization will use to house the DC Prevention Leadership Center. Develop a detailed work plan that addresses federal substance abuse prevention requirements.</p> <p>Identify a DC Prevention Leadership (full or part-time) coordinator to coordinate the scope of work.</p> <p>Develop a DC Prevention Leadership RFA Operations Manual for the grant award scope of work within 30 days of the receipt of the award. The manual shall include but not be limited to processes and procedures for program implementation, compliance with required guidelines and development of standard reporting procedures.</p> <p>Issue consultant agreements/MOU(s) that include qualifications, detailed deliverables timelines, and costs.</p> <p>Submit monthly progress reports and recommend corrective actions when appropriate.</p> <p>Submit monthly program and financial reports in standard format to DOH/APRA and meet at least monthly.</p>

2. Synar Requirements	<p>Identify, train, and manage eligible youth under the age of 18 to conduct tobacco retailer compliance checks according to federal protocol.</p> <p>Develop annual sampling plan according to federal protocol.</p> <p>Develop coverage study report in applicable years using federal protocol.</p> <p>Review findings of approximately 550 compliance checks, analyze, and develop an annual report on Retailer Violation Rates using federal protocol.</p> <p>Develop youth tobacco prevention education materials to merchants on current DC laws.</p>
3. Community Capacity Building	<p>Issue consultant agreements/MOU(s) to provide community capacity building through District-wide training, technical assistance and other required federal support for DOH/APRA prevention grantees, potential prevention providers, stakeholders and consumers. This deliverable will provide a support system for developing substance abuse prevention standards, creating a qualified prevention workforce and delivering new federal best practices and evidence-based programs that can be implemented at the community level.</p> <p>The Strategic Prevention Framework is built on a community-based risk and protective factors approach to prevention and a series of guiding principles that are operationalized at the federal, state and community levels. Discuss how your organization would work with the SPF SIG program to:</p> <ul style="list-style-type: none"> • Prevent the onset and reduce the progression of substance abuse, including childhood and underage drinking; • Reduce substance abuse-related problems in communities, and; • Build prevention capacity and infrastructure at the community level <p>Develop an external peer review coordination process</p> <p>Provide logistical support to the SPF SIG Advisory Council.</p>
4. DC Prevention Network (DCPN)	<p>Provide ongoing technical assistance and District-wide development of community prevention network that is implemented at the Ward level by the DC Prevention Centers.</p> <p>Develop a youth prevention corps strategy based on best prevention practices</p> <p>Develop a “parents as partners” strategy that is based on best practices and links with potential Medicaid support for high-risk populations or geographic areas.</p> <p>Develop a DCPN social marketing campaign that increases community, constituent and consumer awareness, involvement, and action to reduce risks and addresses outcomes.</p>

C. Targeted Outcomes

The successful applicant will issue, track and submit program and financial reports that contribute to the achievement of the following prevention outcomes and priority risk factors:

Outcome: Increase in attitudes opposed to children and youth ATOD use	Outcome: Delay of first use (onset) and progression of risk and ATOD use among children and youth	Outcome: Families, youth, and citizens are part of their community's planning, decision-making and evaluation for substance abuse prevention
Risk factor: Favorable parental, caregiver, and adult attitudes toward ATOD use among youth	Risk factor: Early initiation of ATOD use among children and youth	Risk factor: Low neighborhood attachment and community disorganization contributing toward ATOD use among children and youth
Risk factor: Friends/peers and family who engage in ATOD use	Risk factor: Availability of alcohol, tobacco, and other drugs	Risk factor: Community laws and norms favorable toward ATOD
	Risk factor: Friends/peers who engage in ATOD use	Risk factor: Availability of alcohol, tobacco, and other drugs

The successful applicant will collect the following SAPT Block Grant National Outcome Measures (NOMS), if appropriate, for prevention services:

National Outcome Measures	Measures
1. Employment/Education - Returned to and stayed in school; increased and sustained employment	ATOD related suspensions and expulsions Attendance and enrollment Perception of workplace policies
2. Crime and Criminal Justice Outcome - Decreased criminal justice involvement	Alcohol-related car crashes and injuries Alcohol and drug-related crimes and arrests
3. Social Connectedness - Increased social supports and connectedness	Family communication around alcohol and drugs Youth seeing, reading, watching, or listening to prevention messages
4. Access/Capacity-Outcome - Increased access to services (service capacity)	Individual-based program and strategies (number of persons served by age, gender, race and ethnicity) Population based programs and strategies (number of persons served by age, gender, race and ethnicity) Number of persons served by type of intervention (individual or population based) and universal, selective, and indicated
5. Cost Effectiveness - Services provided within cost bands	Not required and will be conducted by APRA.
6. Use of Evidence-Based Practices	Total number of evidence-based programs and strategies Number of evidence-based programs and strategies by type of intervention (universal, selective, and indicated)

III. Request for Application Format and Narrative Instructions

Applicants are required to follow the format and the narrative instructions provided below.

A. Proposal Format

1. Applicant Profile (Attachment A)
2. Table of Contents
3. Project narrative for sections B and C (not to exceed 30 pages)
4. Project Budget and Budget Narrative (Attachment D)

Appendices

- Appendix 1: Certificate of Good Standing
- Appendix 2: Department of Health Certification
- Appendix 3: Certification Regarding Lobbying, Debarment, et al.
- Appendix 4: Federal Assurances
- Appendix 5: Most recent set of audited or unaudited financial statements; if they have never been prepared, provide an organizational budget, an income statement, and a balance sheet certified by an authorized representative of the organization.
- Appendix 6: IRS letter of non-profit corporation status, if applicable
- Appendix 7: Proposed organization chart
- Appendix 8: Proposed staff resume(s)
- Appendix 9: Proposed staff job description (s)
- Appendix10: District of Columbia business license
- Appendix11: Annual report or other documentation of a five-year history of supporting a comparable scope of work and the results
- Appendix12: Certificate of Occupancy
- Appendix13: List of current Board of Directors including titles, home addresses, home and office telephone numbers and email addresses; this list must be signed by an authorized official and presented on the organization's letterhead.
- Appendix14: Articles of Incorporation
- Appendix15: Form 990 covering the organization's most recently completed fiscal year.

B. Project Narrative: Grant Applicant Capacity

The project narrative section must identify the selected geographic location of the DC Prevention Leadership Center facility, and respond to narrative questions in B and C in 30 pages or less.

1. Describe the facility your organization or entity will use to house the DC Prevention Leadership Center. Identify its specific location, size, attributes, and site control status (e.g., applicant owns, rents, intends to rent facility). Discuss why this facility has accommodations to serve as the DC Prevention Leadership Center including maintenance and storage of records for a minimum of three years following the end of the Grant Award. Note: due to the nature of this RFA the size of the facility is not a determining factor.
2. Describe current or past experiences in administering and managing a scope of work comparable to the DC Prevention Leadership Center Request for Application. What were the successes? What were the challenges? How were the challenges addressed?
3. Describe current organizational or entity capacity and capabilities to administer and manage sub-contractors (or sub-grantees), ensure project deliverables are met, and fiscal operations are well-managed.
4. Describe the organization or entities' experience in administering substance abuse, public health or prevention grant awards. What were the size, scope, and results?
5. Discuss how the organization or entity will organize human resources to administer and manage the scope of work. Please include an organizational structure or chart, staff proposed allocation of time, and job descriptions.
6. Describe how your organization or entity will provide sound fiscal management for the project, including a summary of the fiscal and financial management systems currently in place that will support the scope of work.

C. Project Narrative: Grant Applicant Project Implementation

1. Discuss how the organization or entity is prepared to develop a comprehensive operations manual within 30 days of receipt of the award.
2. Describe how the organization or entity will collaborate with APRA to develop a work plan within 15 days of receipt of the award.
3. Describe the process and criteria the organization or entity will utilize to identify and hire staff.
4. Describe the processes the organization or entity will utilize in tracking progress on the deliverables and financial aspects of the program.
5. Describe the process or processes the organization or entity will utilize in identifying and resolving problems and issues.

6. Describe proposed templates the organization or entity will use to develop and submit monthly program progress reports.
7. Describe the methods to be used to collect, assemble, and deliver required progress and financial reports on a timely basis, including staff responsibilities and technical support that will be in place.

D. Grant Applicant Project Budget and Budget Narrative

The applicant must provide a line-item budget and detailed budget narrative for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures. Attachments F and G provide a budget form and a budget narrative. Salaries and wages for project staff are to be included in the Personnel budget category. Fringe benefits for project staff are included under a separate category. Other budget categories include: Consultants and Experts, Occupancy (e.g. rent, facility insurance, utilities, and maintenance), Travel & Transportation (e.g., local mileage, Metrorail, and bus), Supplies & Minor Equipment (e.g., stationery, pens, paper, postage, computers, desks, chairs, copy machines, digital camera, and cabinets), Communications (e.g., telephone, Internet, printing and copying) and Other Direct Costs (e.g., other miscellaneous costs).

IV Application Review and Scoring

All applications that are complete and meet the eligibility and administrative criteria listed in section I.C.2 will be reviewed and scored by a review panel. Scoring and the recommendations of the review panel are advisory only. The final decision to fund a DC Prevention Leadership Center application rests solely with DOH. **An applicant's past performance on DOH grants and/or contracts will be considered in making final award decisions for the RFA and subsequent contractors and consultants.**

Scoring Criteria

All applications for this RFA will be objectively reviewed and scored against the following key criteria:

Criterion 1: Grant Applicant Project Capacity (Total of 30 points)

- a. The applicant provides a clear and reasonable rationale and documentation for having experience and capacity to successfully implement the scope of work.
- b. The applicant proposes a suitable office or space in order to successfully implement the scope of work. This includes necessary equipment and storage of grant and contractor files for up to three years following completion of the grant award.
- c. The applicant demonstrates an understanding of the role of the grant recipient in order to carry out a complex scope of work.
- d. The applicant demonstrates an understanding of the level of human resources needed to successfully implement the scope of work.

Criterion 2: Grant Applicant Project Implementation (Total of 35 points)

- a. The applicant provides clear documentation and rationale of being prepared to begin implementation of the program by November 15, 2010.
- b. The applicant provides clear documentation and rationale of being prepared to develop an approved operations manual within 30 days of receipt of the award.
- a. The applicant provides clear documentation and rationale of being prepared to implement an approved work plan within 30 days of receipt of the award.
- b. The applicant provides clear documentation and rationale of being prepared to develop and issue consultant agreements/MOU(s) to qualified consultants and contractors.
- c. The applicant provides clear documentation and rationale of being prepared to track progress and project deliverables of consultant agreements/MOU(s).
- d. The applicant provides documentation or rationale of the process or processes that will be used to identify and resolve problems and issues related to the consultant agreements/MOU(s).
- e. The applicant provides clear documentation and rationale of the process or processes in preparing program and fiscal reports in regards to consultant agreements/MOU(s).

Criterion 3: Grant Applicant Fiscal Management (Total of 35 points)

- a. The applicant provides documentation and assurance of having a sound fiscal and financial management systems in place, managed by qualified staff, and which have been used to support government grant monitoring and reporting functions within the past five years.
- b. The applicant provides a copy of its most recent and complete set of audited or unaudited financial statements. If audited financial statements have never been prepared due to the size or newness of an organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (Profit or Loss Statement), and a Balance Sheet certified by an authorized representative of the organization. These documents will be provided in Appendix 5.
- c. The applicant is in good financial standing and has complied with the filing requirements of the District of Columbia tax laws and has paid taxes due to the District of Columbia as required. The applicant must provide a Certificate of Good Standing from the Office of Tax and Revenue. The Certificate of Good Standing should be requested using Attachment B, Certificate of Good Standing Request. Allow sufficient time to obtain the Certificate of Good Standing. It may take approximately 7-14 days.

V Attachments to the RFA

Attachment A	Applicant Profile
Attachment B	Certification of Good Standing
Attachment C	DOH Statement of Certification
Attachment D	Certifications Regarding Lobbying, Debarment, et al.
Attachment E	Federal Assurances
Attachment F	Proposed Budget
Attachment G	Proposed Budget Narrative Form
Attachment H	Work Plan Template
Attachment I	APRA Receipt Form

**District of Columbia Department of Health
Addiction Prevention and Recovery Administration
RFA No. APRA 0611-10
DC Prevention Leadership Center**

Applicant Profile

APPLICANT NAME: _____

TYPE OF ORGANIZATION: _____ Non-Profit Organization _____ For-Profit Organization _____
Other: _____

Contact Person: _____

Title: _____

Street Address: _____

City, State ZIP: _____

Telephone: _____

Fax: _____

Email Address: _____

Ward: _____

Organization Web-site: _____

Names of Organization Officials: _____

Board Chair: _____

Board Treasurer: _____

Chief Executive Officer: _____

Chief Financial Officer: _____

Abstract (Limit 200 words)

Signature of Authorized Official: _____

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER**

OFFICE OF TAX AND REVENUE



Certificate of Good Standing Request

Date: _____

Office of Tax and Revenue
Collection Division
941 North Capitol Street, NE
Washington, DC 20002

Attn: A. Brown, 5th Floor I am hereby requesting a **Certificate of Good Standing** for
the following entity:

Entity/Name:

Address:

Telephone:

FEIN / SSN:

Contact Person:

Signed:

Title:

Certificates of Good Standing take approximately 7-14 days to process. We will contact you upon completion of your request. If this is a third-party request, please furnish copies of the Power of Attorney. For additional information, please call Ms. A. Brown at (202) 442-6593 or Ms. C. Wills at (202) 478-9250. You may also fax your request form to the attention of Ms. Brown or Ms. Wills at (202) 442-6885.

Fee: \$15.00 for pick-up (Customer Service Center, 941 North Capitol Street, NE, Washington, DC 20002, 1st floor)
\$16.00 for mail delivery

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH



Department of Health Statement of Certification

This statement shall be signed by the duly authorized officer of the applicant organization and submitted with the application for funding.

I, _____ (Name and Title) am authorized to negotiate with DOH on behalf of _____ (Applicant Organization) and am located at _____ (Address) and _____ (Telephone).

As a duly authorized officer of the Applicant Organization, and in submission. I hereby swear or attest to the fact that, the Applicant Organization:

1. Is able to maintain adequate files and records and can and if funded by DOH will meet all reporting requirements;
2. Keeps all fiscal records in accordance with Generally Accepted Accounting Principles (GAAP) and accounts for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
3. Is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.
4. Shall provide in conjunction with this application a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
5. Has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. If required by DOH, is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
7. Is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
8. Has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;
9. Has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

Attachment C
DOH Statement of Certification
Page 2 of 2

10. Has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, DOH may report its experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.
11. Has a satisfactory record of integrity and business ethics;
12. Has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. Is in compliance with the applicable District licensing and tax laws and regulations;
14. Complies with provisions of the Drug-Free Workplace Act; and
15. Meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
16. If awarded, shall agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

(Signature)_____ Date_____

Insert Name _____

Insert Title: _____

Applicant Organization: _____

Submitted in response to RFA No. APRA 0806-10

Please do not change the content of this document. Any questions, please contact the DOH Office of Grants Management at doh.grants@dc.gov or (202) 442-9237. Additional information may be obtained in the City-Wide Grants Manual at www.opgs.dc.gov.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health



Certifications Regarding, Lobbying, Debarment and Suspension, Other Responsibility Matters, and Requirements for a Drug-Free Workplace

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

2. Debarments and Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

The applicant certifies that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

**Attachment D:
Certification for Lobbying, Debarment, and Suspension and Drug-Free Workplace
Requirements**

Page 2 of 3

- B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
- D. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620;

The applicant certifies that it will or will continue to provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an on-going drug-free awareness program to inform employee's about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - (5) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
 - (6) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
 - (7) Abide by the terms of the statement; and
 - (8) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Attachment D:***Certification for Lobbying, Debarment, and Suspension and Drug-Free Workplace Requirements***

Page 3 of 3

- (9) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: The Office of the Senior Deputy Director for Health Promotion, 825 North Capitol St. NE, Room 3115, Washington DC 20002. Notice shall include the identification number(s) of each effected grant.
- (10) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
- (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
 - (c) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (I), (c), (d), (e), and (1).
- (11) The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:
- Place of Performance (Street address, city, county, state, zip code)
- Drug-Free Workplace Requirements (Awardees who are Individuals)
- As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67615 and 67.620-
- (12) As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- (13). If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:
D.C. Department of Health, 825 N. Capitol St., NE, Washington, DC 20002

As the duly authorized representative of the applicant/organization, I hereby certify that the applicant will comply with the above certifications.

Applicant Name: _____ IRS/Vendor ID: _____

Applicant Address: _____

Authorized Representative: _____ (Print Name & Title)

Signature: _____ Date: _____

ATTACHMENT E

RFA No. APRA 0806-10

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Health



Federal Assurances

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A- 87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements -28 CFR, Part 66, Common Rule that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier resources Act (P.L 97-348) dated October 19, 1982, (16 USC 3501 et. Seq) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. In addition to the above, the applicant shall comply with all the applicable District and Federal statutes and regulations as may be amended from time to time including, but not necessarily limited to:
 - a) The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
 - b) The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et seq.)
 - c) The Clean Air Act (Subgrants over \$100,000) Pub. L. 108-201, February 24, 2004, 42 USC cha. 85et.seq.
 - d) The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.)

- e) The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- f) Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
- g) Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
- h) Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- i) Executive Order 12459 (Debarment, Suspension and Exclusion)
- j) Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
- k) Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. 1352)
- l) Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
- m) Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- n) District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
- o) District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)

As the duly authorized representative of the applicant/organization, I hereby certify that the applicant will comply with the above assurances.

Applicant Name: _____

IRS/Vendor ID: _____

Address: _____

Authorized Representative: _____
(Print Name & Title)

Signature: _____ **Date:** _____

ATTACHMENT F

PROPOSED BUDGET

District of Columbia Department of Health

RFA No: 0806-10

DC Prevention Leadership Center

Agency Name: _____
Contact Person: _____
Telephone: _____

PROJECT TITLE: DC Prevention Leadership Center
TOTAL REQUEST: _____

CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
Personnel: Salaries & Wages			
Total Personnel: Salaries & Wages			
Fringe Benefits			
Consultants and Experts			
Occupancy			
Travel & Transportation			
Supplies & Minor Equipment			
Client Costs			
Communications			
Other Direct Costs			
Subtotal Direct Costs			
Indirect/Overhead			
TOTAL			

ATTACHMENT G

PROPOSED BUDGET NARRATIVE

District of Columbia Department of Health
RFA No. APRA 0806-10
Addiction Prevention & Recovery Administration
DC Prevention Leadership Center

Agency Name: _____
Contact Person: _____
Telephone: _____

PROJECT TITLE: _____
TOTAL REQUEST: _____

Personnel: Salaries & Wages

Fringe Benefits

Consultants and Experts

Occupancy

Travel & Transportation

Supplies & Minor Equipment

Client Costs

Communications

Other Direct Costs

Indirect/Overhead (Must be itemized)

ATTACHMENT H

District of Columbia Department of Health

WORKPLAN

Addiction Prevention & Recovery Administration

RFA No. APRA 0806-10

DC Prevention Leadership Center

Agency Name: _____ Contact Person: _____ Telephone: _____

Project Title: _____

TOTAL REQUEST: _____

GOAL 1: INSERT IN THIS SPACE ONE PROPOSED PROGRAM GOAL. *Proceed to outline program objectives, activities, targeted dates in the spaces below.***Measurable Objectives/Activities:****Project #1:** *State Epidemiological Outcome tasks and Evaluation*

<u>General Deliverables:</u>	<u>Start Date/s:</u>	<u>Completion Date/s:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	

Project #2: *SPF SIG Evaluation*

<u>General Deliverables:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	

Project #3: *Synar Evaluation*

<u>General Deliverables:</u>	<u>Start Dates:</u>	<u>Completion Dates:</u>	<u>Key Personnel (Title)</u>
• • • •	• • • •	• • • •	

ATTACHMENT I

APRA RECEIPT

ATTACH TWO (2) COPIES OF THIS RECEIPT TO THE OUTSIDE OF THE ENVELOPE

**DC Prevention Leadership Center
RFA No. APRA 0806-10**

The D.C. DEPARTMENT OF HEALTH IS IN RECEIPT OF

(Contact Name/ Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Telephone/Facsimile/Email)

APRA

(APRA 0806-10)

PROJECT NAME

(Geographic Designation)

(AMOUNT REQUESTED)

DOH USE ONLY:

Please Indicate Time:

ORIGINAL and _____ COPIES.

RECEIVED ON THIS DATE _____ / _____ /2010

Received By: _____